



201 Market SW 2<sup>nd</sup> Floor • Grand Rapids, MI 49503 • 616.456.3378 • [Grcity.us](http://Grcity.us) • [specialevents@grcity.us](mailto:specialevents@grcity.us)

## City of Grand Rapids Equipment Rental Application

The Equipment Rental application along with a non-refundable, non-transferable \$25 application fee is due no later than 90 days prior to the requested equipment rental date. Applications submitted less than 90 days before the equipment requested date may be subject to late submission fees. Application submission in no way constitutes City of Grand Rapids approval of the equipment rental. Applications using “TBD” will be considered incomplete and will not be accepted. Outdated versions of the Event Rental Application will not be accepted.

### Equipment Rental Information and Insurance Requirements

- All OSE equipment rentals are intended to stay within the city of Grand Rapids
- All City of Grand Rapids Equipment is rented under a **“You Break it You Replace it”** with the exact or better item agreement.
- Equipment rental for the Showmobile, bleachers and P.A. System requires a **certificate of insurance listing the City of Grand Rapids as a “Loss Payee.” The certificate must be submitted 2 weeks prior to the equipment rental date.**
- The Showmobile, stages and bleachers include setup and take down. All other **equipment rentals are delivery only.**
- All application fees, equipment rental fees and requested services **must be paid prior** to the equipment rental.

### Site Map and Equipment Placement (separate attachments required)

A detailed site map for your event using either Google Earth, the Special Events resource pages located under ‘Resources’ at [grcity.us/specialevents](http://grcity.us/specialevents) or a clearly printed map with major roads, cross streets and landmarks clearly identified must be attached to this application.

#### Your site map or route diagram must include the following details:

- Name of your event
- Name of site/location
- Name of all roads and cross streets
- North/West/South/East designations
- OSE equipment placement

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## General Event Information

Name of Event \_\_\_\_\_

Event Organization/Sponsor \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_  
Street City State/ Zip Code

Event Coordinator \_\_\_\_\_ E-mail \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Rental Day(s) \_\_\_\_\_ Rental Date(s) \_\_\_\_\_

**Delivery Day & Date:** \_\_\_\_\_ **Time** \_\_\_\_\_

**Retrieval Day & Date:** \_\_\_\_\_ **Time** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Event Website/Facebook Page \_\_\_\_\_

**General Event Description** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Event Day Contact (on-site during the time your event is in progress)

Day of Contact \_\_\_\_\_ Title \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

## Replacement Responsibility and Liability Insurance

I am renting this equipment with the understanding that if the equipment is damaged or destroyed while under my care, I or the organization I represent will replace the equipment with the same or better quality item as agreed upon with the City of Grand Rapids. ☐ Yes ☐ No

A Certificate of Insurance listing the City of Grand Rapids as the Loss Payee is attached. ☐ Yes ☐ No

Certificate of Insurance Policy Number \_\_\_\_\_

**For questions regarding insurance coverage, please contact Risk Management at 616.456.3467**

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## Equipment Rental

Equipment rental is based on availability by application submission date. **We do not guarantee re-occurring events will receive the same equipment from year to year.** Please provide an accurate request for equipment rental as you will be charged for any equipment that is requested and delivered whether you use it or not. All OSE equipment rentals are intended to stay within the City of Grand Rapids. Added fees may be charged for additional equipment ordered less than 14 days prior to the event or equipment taken outside of the City of Grand Rapids.

All equipment will be delivered by an OSE equipment crew member on a date pre-determined by the OSE.

**Equipment rental includes delivery only (does not include setup or teardown) and should be neatly stacked for pickup following your event.** Only the Showmobile, stages and bleachers include set up. You are required to be present at set up to determine placement based on your event diagram. Once that equipment is set, it should not be moved or repositioned. After set up, if you require adjustment to the placement of the Showmobile, stage, or bleachers you will be charged additional labor fees. **When renting the Showmobile, you will be charged per hour overtime fees for an OSE equipment crew member.** The Showmobile and stage does not come with a P.A. sound system or electricity, however, those items can be rented separately. The Showmobile does have limited lighting capabilities. If you would like the lights on the stage turned on, you must make that request prior to your event date. Only gaffers or painters tape is allowed on the stage or equipment and no paint of any kind is to be used on OSE equipment. The OSE and the City of Grand Rapids will make inspections of equipment to ensure that the rules and regulations are being followed. Failure to abide by the rules and regulations may result in damage fines being assessed or revocation of your permit. These fines are subject to change by the amount of damage that is present and the time to repair or clean the equipment.

Please fill in the "Quantity" column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
Showmobile Stage	1	28' x 14' 6"	\$600 plus OSE Labor		
Stage extensions rented with stage	19	4' x 8'	\$25 each		
Bleachers 180 seats	7	34'9" x 17'9" x 13'	\$500 each		
Bleachers 50 seats	1	15' x 9'	\$200		
Bleachers 30 seats	1	15' x 5'	\$200		
P.A. System (2 speaker; battery)	1	-	\$150		
P.A. System (1 speaker; battery)	1	-	\$150		
P.A. System (electric)	1	-	\$150		
Power Panels	18	-	\$25 each		
Electric Cord Covers	26	20" x 36"	\$10 each		
Metal Crowd Control Fencing	111 20	111-8' sections 20-6' sections	\$5/each or \$350 for 70 piece trailer		
Drum Risers	10	3' x 5' x 10'	\$15 each		
Stage Risers	2	4' x 8' x 3'	\$25 each		
Grand Rapids City logo' d Tents	14	15' x 15'	\$150 each		
Tables (10 minimum)	50	2' x 6'	\$5 each		
Narrow Tables	25	6' x 18"	\$5 each		
Stacking Chairs (25 minimum)	170	-	\$1 per chair		
Folding Chairs (25 minimum)	100	-	\$1.50 per chair		

**All fees are subject to change without notice. For questions about equipment rentals, please call 616.780.8831**

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## Equipment Rental Signature Sheet

**By signing this form you are stating that the application is complete and the site map is attached.** All incomplete applications will not be accepted but will be returned and your equipment rental released. Please note: Submittal of this application does not guarantee approval of your equipment rental. After review of your application, your organization may be asked to make some adjustments to your plans based on the availability of equipment and the scheduling of other events. **You will receive an invoice via email at which time all application, rental, license and permit fees must be paid to the City of Grand Rapids Treasurer prior to your equipment rental date.**

Your signature of this form also affirms that you understand that all equipment is rented under a **“You Break it You Replace it”** with the exact or better item agreement. Equipment rental for the Showmobile, bleachers and P.A. System also requires a **certificate of insurance listing the City of Grand Rapids as a “Loss Payee.”**

Name of Event \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Day(s) & Date(s) of Equipment Rental \_\_\_\_\_

Location(s) of your event \_\_\_\_\_

Certificate of Insurance Policy Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**By signing and dating above, I am stating that I have read through and completed all sections of the application that pertain to my event, included all required attachments including the non-refundable \$25 application fee, understand the replacement and insurance requirements and that all my statements are true. I further understand that approval of this application is not final until I have met with and received written confirmation from the Office of Special Events.**

Office of Special Events Representative \_\_\_\_\_ Date \_\_\_\_\_

### Internal Use Only

Date Application Submitted \_\_\_\_\_ Application complete with attachments \_\_\_\_\_

Application accepted \_\_\_\_\_ Date of OSE Review Committee Meeting \_\_\_\_\_

Application returned \_\_\_\_\_ Reason \_\_\_\_\_

Notes \_\_\_\_\_